



COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

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Filing Requirements for ARCHITECTURAL AND SITE PLAN REVIEW Including: Site Plan Review & Preliminary Plan Review

A. PURPOSE

The Architectural and Site Review process is intended to allow for review and approval of plans for all structures, physical improvements and any relocation, addition or extension to, or exterior change of existing buildings by the city's Architectural and Site Review Board. This process is required prior to a building permit or other permit authorizing construction under Section 18.74.130 of the Municipal Code.

All site review applications are reviewed for consistency with policies and guidelines contained in the **Architectural Review Handbook** for the City of Morgan Hill. Copies of the Handbook are available for purchase at the Community Development Department. Applicants are advised to design projects consistent with the policies contained within the Handbook.

B. FILING REQUIREMENTS

1. Initial Submittal
 - a. Uniform Application.
 - b. **Seven (7)** full size sets of submittal plans (see section C)
 - c. **Eight (8)** sets of submittal plans reduced to 11" x 17" in size
 - d. Material Sample Board (see section D)
 - e. **Six (6)** color copies of the Material Sample Board (see section D)
 - f. Current Title Report (maximum 6 months old)
 - g. Finish Schedule (see section E) (only required on residential subdivision applications)
 - h. Public Hearing Noticing Requirements (see section F)
 - i. Environmental Assessment
 - j. Public Notice/Project Identification Sign (refer to Plan Specification Handout for details and requirements)
 - k. Filing Fees (see Fee Schedule attached to the Uniform Application)
 - l. Vicinity map (See example in Plan Specification Handout)
 - m. Photos of the front elevations of buildings adjacent to the site

2. Final Submittal
 - a. **Six (6)** sets of the final plans reduced to 11" x 17" in size
 - b. **Six (6)** additional sets of full size landscape plans at 1"=10' scale.

C. SUBMITTAL PLANS REQUIRED (See Plan Specification Handout for details required on plans)

1. Site Plan
2. Landscape Plan
3. Conceptual Grading Plan
4. Illustrative Building Elevations

D. MATERIAL SAMPLE BOARD

1. Sample board size **not to exceed 8 ½" x 11"**. This must fit into the project file.
2. The material sample board is intended to provide a fair representation of the major exterior materials to be used on the project together with colors and stains.
3. The board should be of rigid material (cardboard or foam board, not wood) and have small samples or photographs of the materials. Color samples should be accompanied with manufacturer's name and identification number.

E. FINISH SCHEDULE TO BE PROVIDED IN A TABLE FORMAT ON PLANS (only required on residential subdivision applications)

1. A finish schedule for each building or for each elevation of each floor plan offered within a residential subdivision.
2. The finish schedule shall include the following:
 - a. Details of all materials proposed on the exterior of the structure
 - b. Dimensions of all trim
 - c. Window type
 - d. Siding material, make, name and dimension
 - e. Door material and type
 - f. All exterior "options" shall be listed and described. Any finishes listed on the schedule as "optional" shall also be called out on the elevations as an option.

F. PUBLIC HEARING NOTICING REQUIREMENTS

1. Typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers)
2. One set of stamped, addressed, legal size envelopes (4 1/8" x 9 1/2") of all property owners from the list above
 - Use stamps, **do not use postage meter**
 - Be sure to include Assessor's Parcel Number **above** owner's name
 - Do not put return address on envelopes
3. Mailing List Affidavit (attached to Uniform Application)

See Public Hearing Requirement Examples attached to the Uniform Application